



BOROUGH OF DELAWARE WATER GAP



49 MAIN STREET, PO BOX 218
DELAWARE WATER GAP, PA 18327

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Wayne MacWilliams, Council President

Walter T. Conway, Mayor

William Buzzard, Vice President

*Elvi DeLotto
Susan Wilson
George Munn
John Shoemaker
Philip Farber, III*

PERMIT APPLICATION PROCEDURE

1. Please fill out all of the necessary information on the application (one application per job/project), return the completed form to the Borough office with the applicable fee amount (refer to the Fee Schedule).
2. Once application and payment is received, the Zoning Officer will be notified and if necessary he will contact the applicant & make an appointment to inspect the project in question. Please note if you plan on doing ANY digging a PA-1 Call must be made, this includes digging for a sign.
3. After the Zoning Officer has done his review & he feels that the project is within the scope of the Zoning Ordinance he will approve the permit. If not he will deny the permit and return the application with explanation.
4. Council will be notified of permit approvals and denials.
5. Once the permit is approved & signed by the Zoning Officer the applicant can come to the Borough office to pick-up the permit or it can be mailed (Please call prior to arrival to verify that the permit is ready.)
6. Once permit is in hand you can begin work on your project!
7. Good luck on your project, should you have any questions feel free to contact the Borough office.
8. Please remember you **MUST** supply the office with copies of your L & I inspections.

Signature of Applicant

Date